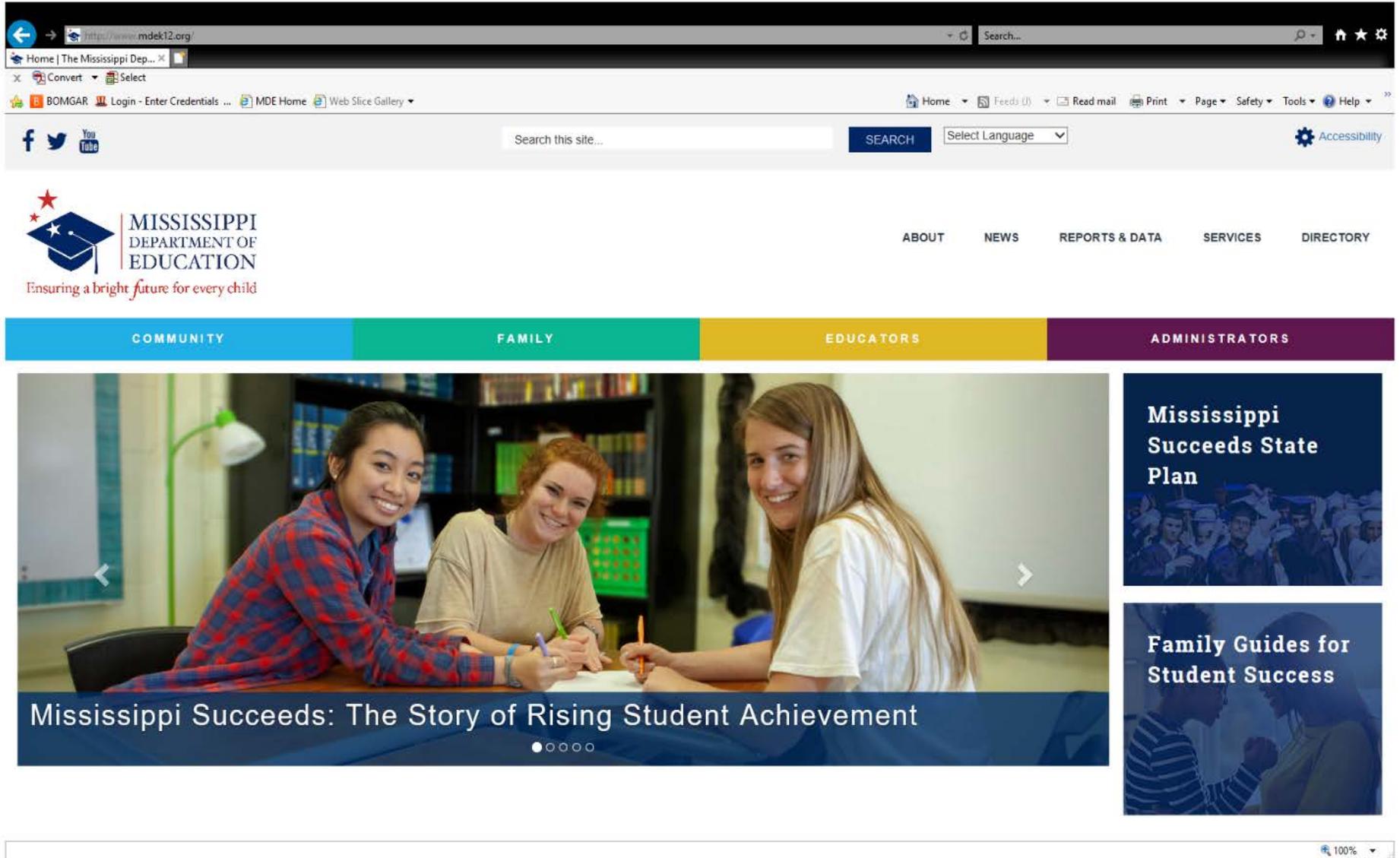# SharePoint Instructions

1. Go to the Mississippi Department of Education web page: http://www.mdek12.org

SharePoint Instructions

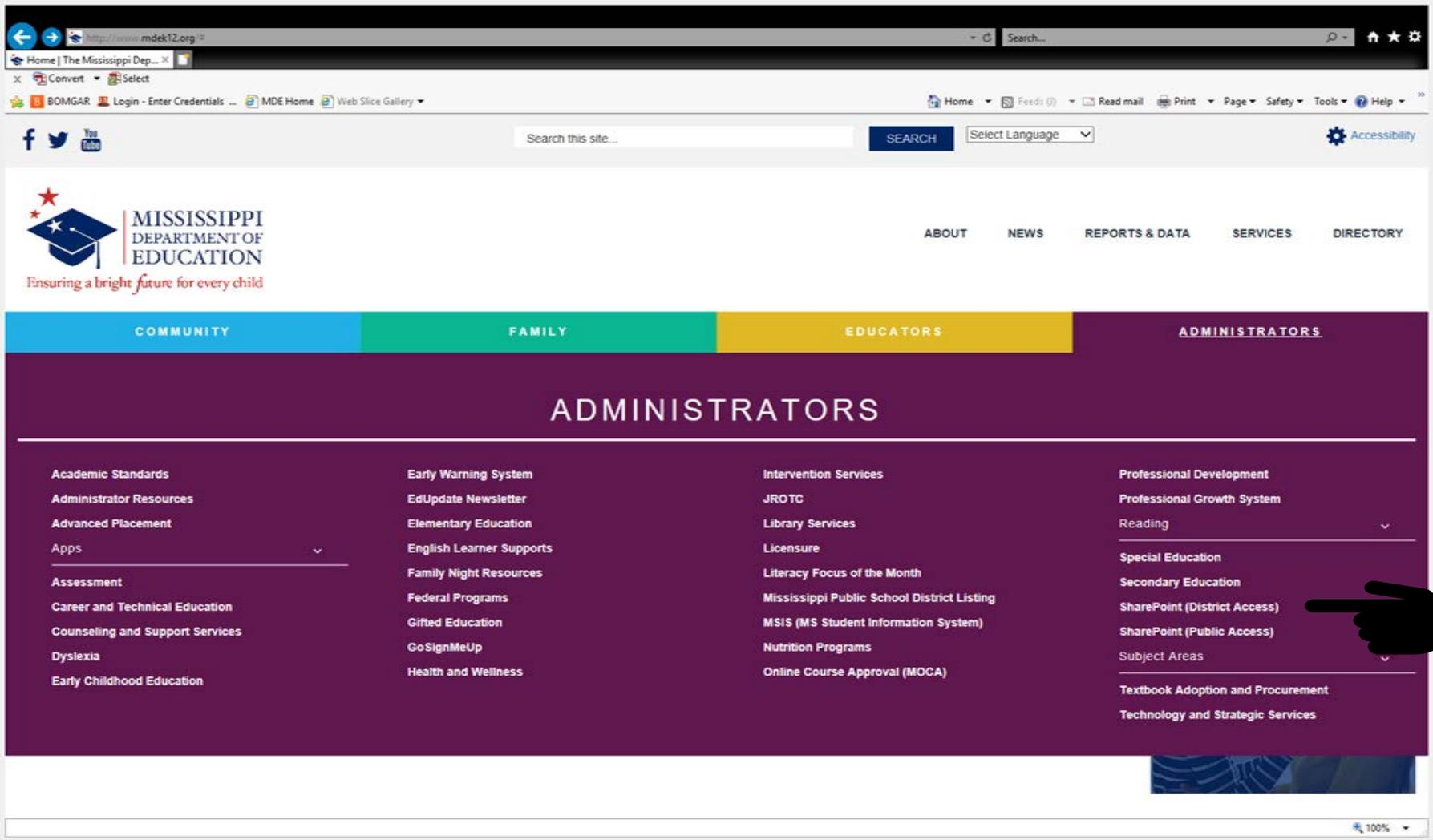2. Click on the Administrators tab (Purple in color)

SharePoint Instructions

3. Click on SharePoint (District Access)

SharePoint Instructions

4. Find your District Code and Click on it

SharePoint Instructions

5. Next, click on Application
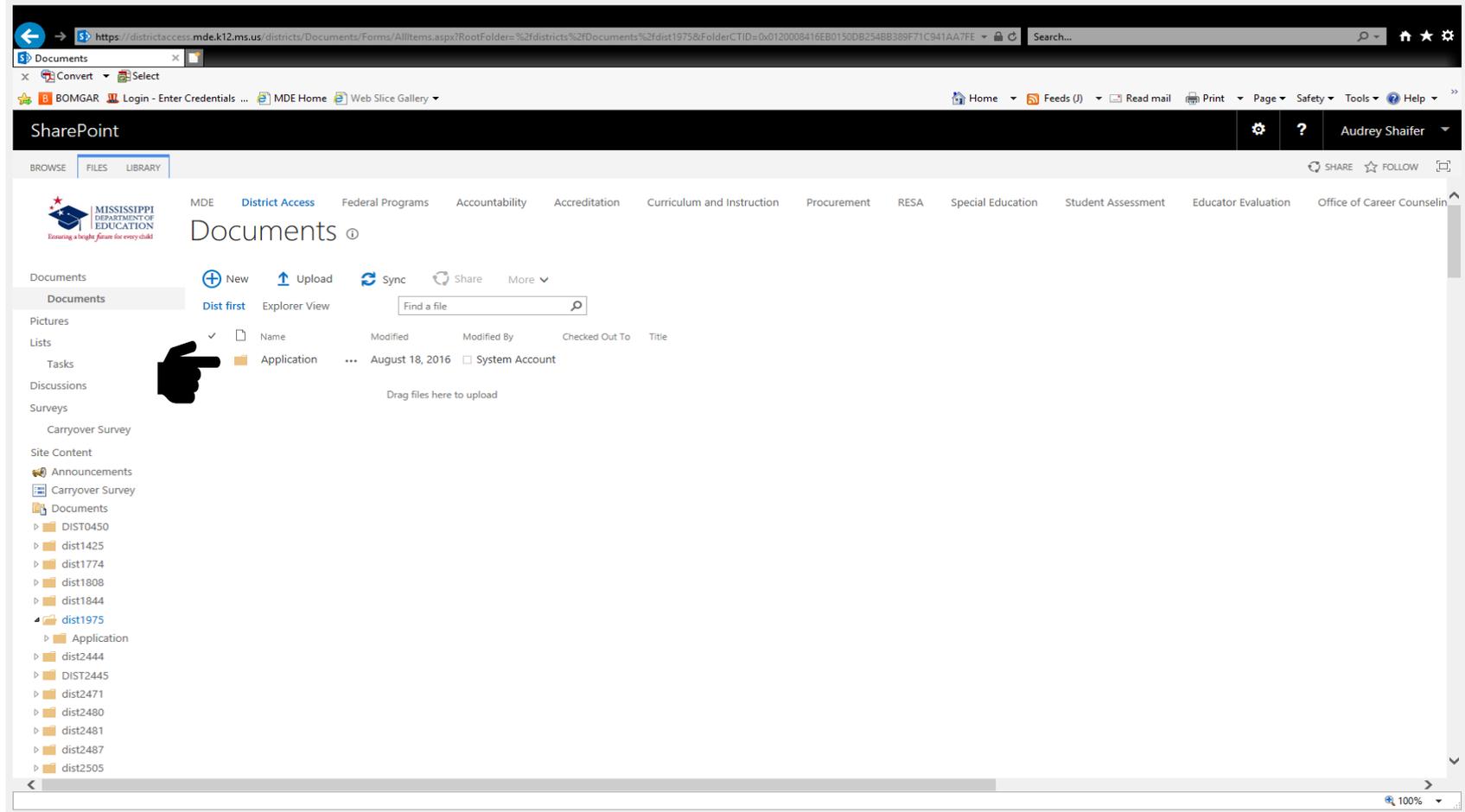
SharePoint Instructions

6. Click on folder labeled **"Educable Child 18-19"**

SharePoint Instructions

7. There will be five (5) folders. One for each pay period. You are to upload your student applications and reimbursements by pay periods. For example, all applications (due November 16) and the request for reimbursements (due November 28) are to be uploaded in the folder labeled 2nd PP.
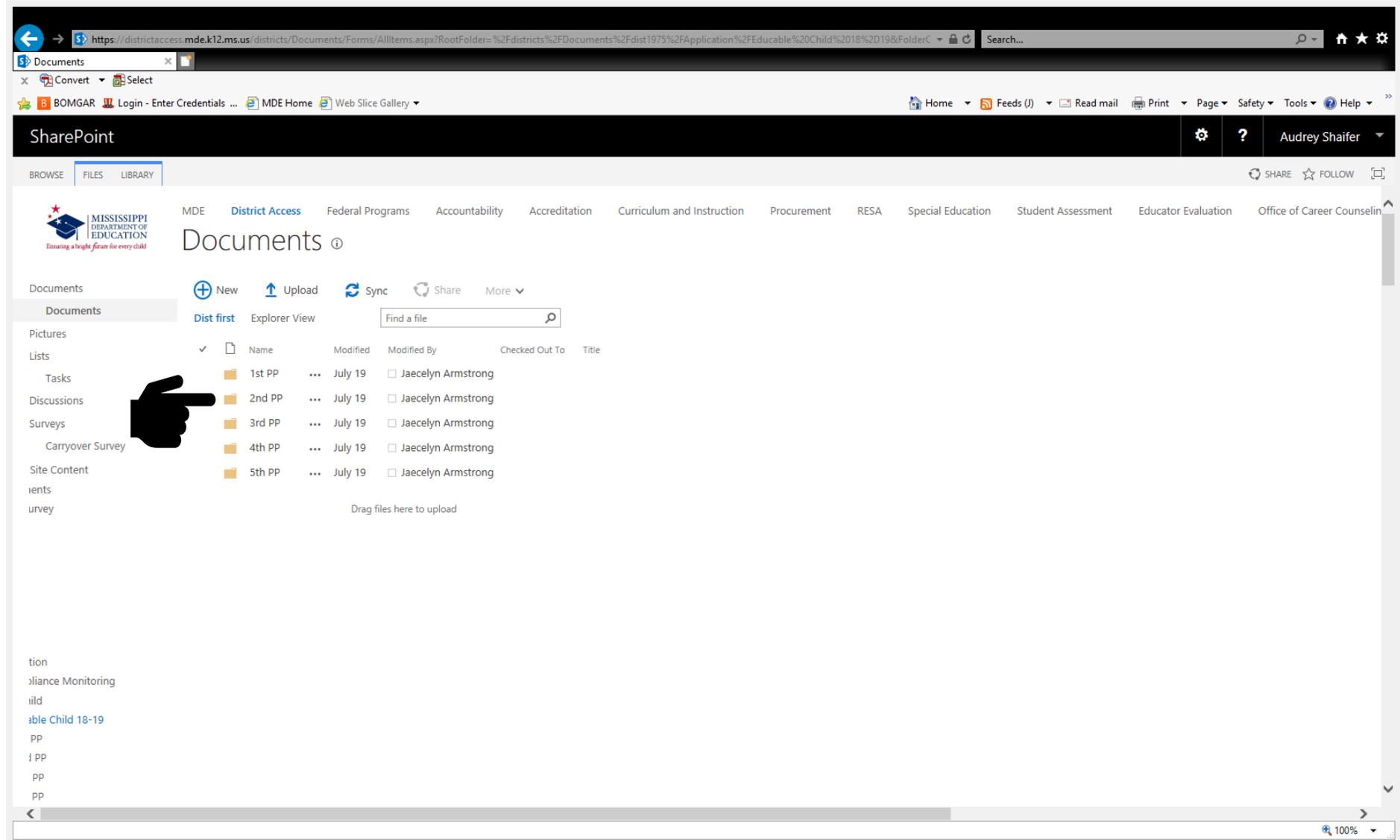
SharePoint Instructions

8. Click on the folder labeled "**Supporting Documents Folder**". Supporting documents such as IEPs, Court orders, Eligibilities and Semi-annual reports (school districts only) are to be uploaded into this folder.

SharePoint Instructions

9. The folder labeled "Reimbursement" is for MDE use. In this folder, the approved reimbursements will be uploaded for your review.